

## Pandemic Influenza Checklist

		Responsible Party					
Pg.	ACTIVITIES BY PANDEMIC PHASE	Federal	DHSS	LINCS	LHD	Hosp.	Other
	<b>This checklist shows the NJDHSS plan and how it interfaces with other organizations. These organizations are expected to create their own internal plans that include their activities to achieve compliance with the state plan as well as their interactions with the local public health sector and other public health partners.</b>						
	<b>INTERPANDEMIC PERIOD</b>						
15	<b>Command, Control and Management Procedures</b>						
16	Review plan bi-annually		X	X	X	X	PHC partners
16	Revise & disseminate state plan		X				
16	Develop and share plan with states	X					
16	Exercise plan bi-annually		X	X	X	X	PHC partners
17	Provide planning guidance to state and local health entities	X	X				
17	Create local plans			X	X	X	PHC partners
21	<b>Surveillance</b>						
8	Conduct surveillance in US and globally	X					
21	Participate in national surveillance activities		X				physicians
23	Year-round ILI surveillance		X			X	phys., schools, nursing homes
24	Lab confirmation		PHEL				labs
26	RSV Surveillance		X			X	

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	<b>INTERPANDEMIC PERIOD</b>						
26	Weekly ILI report during influenza season		X				
26	CDRSS		X	X	X	X	labs + HCPs
26	Pharmacy Data		X				pharmacists
27	Emergency Dept. Volume data		X			X	
27	Deaths/Critical Cases		X	X	regis- trars	X	physicians
27	Childhood Influenza Deaths		X	X	X	X	physicians
28	NJ Business Absenteeism Reports		X				businesses
28	Surveillance Assessment		X				
28	Febrile Respiratory Illness Surveillance		X			X	
28	Animal Surveillance		X				Dept. of Ag.
31	<b>Vaccine Delivery</b>						
34	Promote flu vaccination in targeted groups, incl. hosp employees		X	X	X	X	PHC partners
35	Promote pneumococcal vaccination in high risk groups		X	X	X	X	PHC partners
35	Investigate flu vaccination requirement for HCWs		X				
35	Develop draft priority list for flu vaccine	X	X				
35	Develop plan to administer flu vaccine to priority groups		X	X	X	X	PHC partners
36	Develop plan to administer flu vaccine to general public		X	X	X	X	PHC partners
36	Examine legal issues related to mass clinics		X				DLPS
37	Coordinate flu vaccine distribution		X	X			other states
37	Provide internet based systems for tracking adverse events	X					
37	Track flu vaccine supply		X				

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	<b>INTERPANDEMIC PERIOD</b>						
37	Track flu vaccine administration			X	X	X	HCPs
37	Review, exercise, and modify flu vaccine distribution plans		X	X			
41	<b>Antivirals</b>						
43	Monitor usage recommendations		X				
43	Develop draft priority list for antivirals	X	X				
43	Plan for storage and distribution of antivirals		X	X	X	X	
43	Explore expansion of NJIIS to include antivirals		X				
45	<b>Communications (with ample supply of vaccine)</b>						
49	Conduct flu immunization campaigns	X	X	X	X	X	PHC partners
50	Promote flu vaccination of HCWs		X	X	X	X	PHC partners
50	Promote pneumococcal vaccination coverage in high risk groups		X	X	X	X	PHC partners
51	Promote practice of URP among PHCWs		X	X	X	X	PHC partners
51	Instruct PHCWs on optimal infection control practices		X	X	X	X	PHC partners
51	Provide info on flu symptoms, treatment and control		X	X	X		
51	Prepare infection control ed. materials for use during all phases		X				
51	Prepare media packages and templates for all phases		X				
52	Enable state hotline for automated answers to FAQs		X				
52	Investigate feasibility of separate hotline for HCWs		X				

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	<b>INTERPANDEMIC PERIOD</b>						
56	<b>Mental Health</b>						
59	Provide flu specific training to CCs		X				DMHS
60	Assist in development of public, prof, + media info. materials		X				DMHS
67	<b>Emergency Response</b>						
68	Review and update state plan		X				
68	Assess resources: human, material, facility		X	X	X	X	FQHCs + CLFs
71	Address labor issues related to flu emergency		X				DOL
71	Plan for flu training of MRC volunteers		X	X	X		
71	Address pan. flu needs in existing emergency response plans		X	X	X	X	OEM
	<b>PANDEMIC ALERT PERIOD</b>						
17	<b>Command, Control and Management Procedures</b>						
17	Notify PHC partners		X				
18	Convene internal review group		X				
18	Convene external review group		X				
18	Appoint coordinator/Incident Commander		X				
18	Confirm availability of resources		X	X	X	X	PHC partners
18	Prepare to work with 1/3 fewer staff		X	X	X	X	PHC partners
19	Prepare to document expenses		X	X	X	X	PHC partners

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	<b>PANDEMIC ALERT PERIOD</b>						
29	<b>Surveillance</b>						
29	Ensure surveillance activities are underway		X	X	X		
29	Increase case detection among travelers to outbreak areas		X			X	HCPs
29	Subtype all influenza A viruses	X	PHEL				
29	Obtain reagents from CDC		PHEL				
29	Monitor and follow CDC surveillance recommendations		X				
29	Review plans for further enhancement of influenza surveillance		X				
37	<b>Vaccine Delivery</b>						
37	Review major elements of plan & modify as needed		X				
37	Promote pneumococcal vaccination of the over 65 population		X	X	X	X	nursing homes, HCPs, adult day prgms
44	<b>Antivirals</b>						
44	Provide antiviral use guidelines	X	X				
44	Convene internal working group to review distribution plan		X				
44	Modify plan as needed		X				
44	Notify PHC partners as to status of plan and antiviral availability		X				
44	Offer staff training for NJIIS data mgmt system and ensure adequate infrastructure for its use		X				

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	<b>PANDEMIC ALERT PERIOD</b>						
52	<b>Communications</b>						
52	Notify PHC partners		X	X	X		
52	Provide education for PHCWs		X	X	X	X	PHC partners
52	Continue Interpandemic Period activities as appropriate		X	X	X	X	PHC partners
52	Post updates on NJDHSS web site		X				
52	Educate PH officials, elected officials, and media about pan. flu		X	X	X		
52	Stress importance of single, coordinated messages		X	X	X	X	PHC partners
52	Review & adapt CDC materials		X				
52	Plan for hotline activation and staffing		X				
52	Test interactive voice response system		X				
52	Establish & test hotline for PHCWs		X				
52	Prepare press releases for the media		X				
61	<b>Mental Health</b>						
61	Initiate communication with DHSS & OEM						DMHS
61	Notify MH service providers						DMHS
61	Provide specialized training to certain MH prof.s						DMHS
61	Provide consultation to MH providers serving special pop.s						DMHS
61	Provide consultation & training for PHCWs						DMHS
61	Distribute psycho-ed materials to the public						DMHS
62	Conduct assessments to determine gaps in MH services						DMHS
62	Coordinate with VOADs regarding MH issues						DMHS
62	Coordinate with BENS regarding MH issues						DMHS

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	<b>PANDEMIC ALERT PERIOD</b>						
62	Coordinate with PH staff regarding MH messages						DMHS
62	Recruit additional outreach workers						DMHS
62	Distribute guidelines for ID and referral to PHC prof.s						DMHS
72	<b>Emergency Response</b>						
72	Review major elements of plan & modify as needed		X	X	X		
72	Educate state and county emergency response coordinators		X	X			
72	Promote URP		X	X	X	X	PHC partners
72	Plan after hours access to supplies/equipment from distributors		X	X	X	X	
	<b>HEIGHTENED PANDEMIC ALERT PERIOD</b>						
19	<b>Command, Control and Management Procedures</b>						
19	Notify PHC partners		X				
19	Convene internal review group		X				
19	Convene external review group		X				
19	Activate enhanced laboratory surveillance		PHEL			X	labs
19	Implement communications plan		X	X	X		DMHS
19	Prepare for distribution of available antivirals and/or vaccine		X	X	X	X	HCPs
19	Prepare for distribution of medical supplies and materials		X	X	X	X	HCPs
19	Notify public officials of need for additional resources		X	X	X		
19	Document expenses of pandemic response		X	X	X	X	PHC partners

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	<b>HEIGHTENED PANDEMIC ALERT PERIOD</b>						
29	<b>Surveillance</b>						
29	Ensure surveillance activities are underway		X	X	X		
29	Increase submission of specimens from high risk patients				X		HCPs
29	Increase laboratory diagnosis of influenza					X	
30	Guidance to triage specimens	X					
30	Possibly expand pharmacy data surveillance	X					pharmacists
30	Possibly reassign lab staff to process increase in specimens		PHEL				
30	Prioritize lab services		PHEL				
30	List influenza as cause of death on death certificate		X			X	physicians
38	<b>Vaccine Delivery</b>						
38	Present list of priority groups to Commissioner for Governor		X				
38	Remind LHDs of steps to take to prepare for mass clinics		X	X	X		
38	Coordinate activities with bordering states		X				
38	If advised by CDC that the private sector is to be involved in vaccination, provide training to private sector		X	X	X		
44	<b>Antivirals</b>						
44	Refine priority groups		X				
44	Activate web-based surveys to track antivirals		X				
44	Coordinate efforts to ensure equitable availability of resources		X	X			



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	<b>HEIGHTENED PANDEMIC ALERT PERIOD</b>						
53	<b>Communications</b>						
53	Notify PHC workers of human-to-human transmission		X	X	X		
53	Use website and previously developed materials for public ed.		X				
53	Review and adapt CDC materials		X				
53	If there is no vaccine, continue Pan. Alert Period activities		X				
53	Activate Risk Communications Plan		X				
53	Monitor media coverage and address misinformation		X				
53	Activate public and PHCW hotlines and adjust staffing		X				
53	Hold regular press conferences		X				
54	Stress importance of single, coordinated messages		X				
54	Use credible local spokespeople to convey essential messages		X	X	X		
62	<b>Mental Health</b>						
62	Expand help-line to 24 hour coverage						DMHS
62	Coordinate vaccination of MH responders						DMHS
63	Update online materials						DMHS
63	Provide MH services at critical outbreak-related functional areas						DMHS
63	Provide Psychological First Aid training for PHCWs						DMHS
63	Provide stress mgmt. services & training for specific PHCWs						DMHS
63	Coordinate info sharing and resources with private-sector EAPs						DMHS
63	Provide crisis counseling where needed						DMHS
63	Deploy CCs and outreach workers to high-emotion locations						DMHS

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	<b>HEIGHTENED PANDEMIC ALERT PERIOD</b>						
72	<b>Emergency Response</b>						
72	Review & update plan for this phase		X	X	X		
72	Promote URP & provide masks to PHCWs		X	X	X	X	PHC partners
72	Assess resources: human, material, facility		X	X	X	X	FQHCs + CLFs
73	Provide CDC updates	X	X				
73	Promote URP & provide masks to patients		X			X	HCPs
	<b>PANDEMIC PERIOD</b>						
19	<b>Command, Control and Management Procedures</b>						
19	Notify PHC partners		X	X	X		
20	Fully activate plan		X				
20	Possibly reassign DHSS staff to pandemic response		X				
20	Alert state ME to prepare for surge in number of deaths		X				
20	Possibly invoke emergency powers		X				
20	Possibly activate the state EOC		Gov.				
20	Document expenses		X	X	X	X	PHC partners
30	<b>Surveillance</b>						
30	Continue previous activities		X	X	X		labs
30	Reduce non-essential lab services		PHEL			X	labs
30	Conduct regular analysis of surveillance data		X				

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	<b>PANDEMIC PERIOD</b>						
30	Increase monitoring & reporting of critical cases/deaths from flu		X			X	LTCFs
30	Assess community impact with respect to absenteeism		X				PHC partners
30	Continue to list influenza as cause of death on death certificates					X	HCPs
39	<b>Vaccine Delivery</b>						
39	When available, vaccinate priority groups, then general public		X	X	X	X	HCPs
39	Deliver vaccine to PODs & other locations		X	X			State EOC
39	Provide vaccine to private sector if allowed by CDC	X	X	X			
39	Coordinate reallocation of vaccine if necessary		X	X	X		
39	Oversee & monitor distribution & administration of vaccine, tracking of doses, storage & handling, and adverse event reports		X	X	X		
40	Coordinate resources with LINCS		X	X			
44	<b>Antivirals</b>						
44	Stay informed about efficacy and supply		X				
44	If supply is available, activate distribution plan		X	X			
44	Track inventories		X	X			
44	Coordinate resources with LINCS		X	X			
45	Possibly report the number of antiviral prescriptions filled		X				pharmacists
54	<b>Communications</b>						
54	Notify PHCWs		X	X	X		
54	Review & adapt CDC & NJDHSS materials		X				

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	<b>PANDEMIC PERIOD</b>						
54	Monitor media and address misinformation		X				
54	Continue hotlines, revising recordings and scripts as needed		X				
54	Hold press conferences regularly		X				
55	Utilize communication channels for public education		X				
55	Stress importance of single, coordinated messages		X	X	X		
63	<b>Mental Health</b>						
63	Continue activities of previous phase						DMHS
64	Recruit & train additional crisis counselors						DMHS
64	Monitor stress levels among MH staff; employ strategies for prevention and intervention of staff stress issues						DMHS
64	Assess need for additional counselors at high-consequence sites						DMHS
64	Coordinate with other crisis counseling programs						DMHS
64	Provide MH support services to institutions						DMHS
64	Offer stress mgmt services to MH workers involved in flu						DMHS
64	Offer stress mgmt services to OEM staff						DMHS
64	Provide MH services to PHC workers and first responders involved with flu						DMHS
73	<b>Emergency Response</b>						
73	Activate EOC if needed						Governor
73	Activate NJESF #8 if needed						Governor
74	Assure that flu does not spread during triage of patients					X	EMS

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Pg.	ACTIVITIES BY PANDEMIC PHASE	Federal	DHSS	LINCS	LHD	Hosp.	Other
	<b>PANDEMIC PERIOD</b>						
74	Increase level of care in LTCFs						LTCFs
74	Activate non-traditional care centers if needed		X	X	X	X	
74	Update PHC partners		X	X	X		
74	Coordinate medical supplies & vaccine		HCC				EOC
75	Control migration of people for clinical and/or PH services		X				
75	Reinforce infection control measures		X	X	X	X	PHC partners
75	Monitor staff for disease clusters					X	FQHCs + CLFs
75	Monitor for nosocomial influenza infection					X	CLFs
75	Instruct exposed individuals to practice URP and reduce personal contact		X	X	X	X	PHC partners
75	Post URP signs and provide masks		X	X	X	X	HCPs
75	Issue intrastate travel advisories as needed		X				
76	Provide case-by-case advice on cancellation of public gatherings and school/day care closures		X				
	<b>END OF WAVE(S)</b>						
20	<b>Command, Control and Management Procedures</b>						
20	Review & assess pandemic response and adjust plan as needed		X	X	X	X	PHC partners
21	Implement appropriate aspects from Pan. Alert Period		X	X	X	X	PHC partners

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Pg.	ACTIVITIES BY PANDEMIC PHASE	Federal	DHSS	LINCS	LHD	Hosp.	Other
	<b>END OF WAVE(S)</b>						
31	<b>Surveillance</b>						
31	Review & assess pandemic response and adjust plans as needed		X	X	X	X	PHC partners
31	Implement appropriate aspects from Pan. Alert Period		PHEL			X	labs
31	Enhance surveillance for early detection of successive wave(s)		PHEL			X	HCPs, labs
40	<b>Vaccine Delivery</b>						
40	Review & assess pandemic response and adjust plan as needed		X	X	X		
45	<b>Antivirals</b>						
45	Review & assess pandemic response and adjust plan as needed		X	X	X		
45	If vaccine supply is limited, and antivirals are available, resume antiviral activities from Interpan., Pan. Alert and Heightened Pan. Alert Periods		X			X	HCPs
55	<b>Communications</b>						
55	Notify PHCWs & public		X	X	X		
55	Review & assess pandemic response and adjust plans as needed		X	X	X	X	PHC partners
55	Activate mental health component to prepare for next wave						DMHS
55	Depending of vaccine supply, implement certain activities from Interpan., Pan. Alert, and Heightened Pan. Alert Periods		X	X	X	X	PHC partners

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	<b>END OF WAVE(S)</b>						
64	<b>Mental Health</b>						
64	Assess efficacy of services provided in all previous phases of the pandemic response						DMHS
64	Adjust plans to address impact of successive wave(s); communicate revisions to partners						DMHS
65	Provide phase appropriate counseling to affected populations						DMHS
65	Modify training to reflect lessons learned						DMHS
65	Recruit and develop counselors						DMHS
76	<b>Emergency Response</b>						
76	Review & assess pandemic response and adjust plans as needed		X	X	X	X	PHC partners
76	Depending on vaccine supply, implement certain activities from Interpan., Pan. Alert, and Heightened Pan. Alert Periods		X	X	X	X	PHC partners
	<b>SUCCESSIVE WAVE(S)</b>						
21	<b>Command, Control and Management Procedures</b>						
21	Implement structure for Heightened Pan. Alert & Pan. Periods with modifications from previous wave(s)		X	X	X	X	PHC partners

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	<b>SUCCESSIVE WAVE(S)</b>						
31	<b>Surveillance</b>						
31	Implement surveillance for Heightened Pan. Alert & Pan. Periods with modifications from previous wave(s)		PHEL			X	HCPs
31	Assist with monitoring for antiviral resistance and vaccine effectiveness		X			X	HCPs
40	<b>Vaccine Delivery</b>						
40	If the virus has <u>not</u> shifted, and vaccine is available, implement vaccine delivery for the Pandemic Period with modifications from previous wave(s). Private sector may be involved.		X	X	X	X	PHC partners
40	If the virus <u>has</u> shifted, implement activities for the Heightened Pan. Alert and Pan. Periods from the first wave		X	X	X	X	PHC partners
45	<b>Antivirals</b>						
45	If available and effective, use antivirals as in initial Pan. Period with modifications from previous wave(s)		X	X		X	HCPs
55	<b>Communications</b>						
55	Implement activities for Pan. Alert Period with modifications from previous wave(s)		X	X	X	X	PHC partners



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	<b>SUCCESSIVE WAVE(S)</b>						
65	<b>Mental Health</b>						
65	Implement activities for Pan. Alert Period with modifications from previous wave(s)						DMHS
65	Update web-site and other educational materials						DMHS
65	Provide stress mgmt service to MH workers and other PHCWs						DMHS
65	Continue community outreach to affected populations						DMHS
65	Provide support for clergy, morticians and funeral workers						DMHS
65	Develop community self-help groups						DMHS
66	Promote peer-support groups for first responders						DMHS
66	Debrief & provide psychological services to first responders, PH and other professionals involved in flu						DMHS
76	<b>Emergency Response</b>						
76	Gather info. which may help to evaluate the impact of the pandemic		X	X	X	X	PHC partners
76	Implement activities for Pan. Alert Period with modifications from previous wave(s)		X	X	X	X	PHC partners
	<b>POSTPANDEMIC PERIOD</b>						
21	<b>Command, Control and Management Procedures</b>						
21	Return to Interpandemic Period activities		X	X	X	X	PHC partners

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	<b>POSTPANDEMIC PERIOD</b>						
21	Assess experience and recommend modifications to the plan		X	X	X	X	PHC partners
21	Prepare and submit report		X				
31	<b>Surveillance</b>						
31	Return to Interpandemic Period activities		PHEL	X	X	X	PHC partners
31	Assess experience and recommend modifications to the plan		X	X	X	X	PHC partners
31	Prepare and submit report		X				
40	<b>Vaccine Delivery</b>						
40	Return to Interpandemic Period activities		X	X	X		
40	Discontinue enhanced monitoring systems		X	X	X		
40	Assess experience and recommend modifications to the plan		X	X	X	X	PHC partners
40	Prepare and submit report		X				
45	<b>Antivirals</b>						
45	Return to Interpandemic. Period activities		X			X	HCPs
45	Discontinue tracking system		X				
45	Prepare and submit report		X				
55	<b>Communications</b>						
55	Notify PH partners & the public		X	X	X		
55	Return to Interpandemic Period activities		X	X	X		
55	Assess experience and recommend modifications to the plan		X	X	X	X	PHC partners

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	<b>POSTPANDEMIC PERIOD</b>						
55	Prepare and submit report		X				
66	<b>Mental Health</b>						
66	Develop treatment models to address long-term consequences						DMHS
66	Maintain telephone help-line and on-line resources						DMHS
66	Deliver debriefing and other post-event psychological services for first responders, PH and other professionals						DMHS
66	Assess experience and recommend modifications to the plan						DMHS
66	Provide mental health services for anyone who experiences delayed onset or persistent stress reactions						DMHS
66	Continue to collaborate with PH and emergency mgmt agencies in planning, response, recovery and mitigation efforts						DMHS
66	Collaborate with private-sector to provide services & referral						DMHS
67	Collaborate with communities to initiate pre-anniversary event planning and publicize memorial activities						DMHS
76	<b>Emergency Response</b>						
76	Coordinate recovery efforts and damage & needs assessments						OEMs
76	Resume routine PH, medical and emergency medical services		X	X	X	X	EMS
76	Assess experience and recommend modifications to the plan		X	X	X	X	PHC partners
76	Assess impact on health care resources; prepare & submit report		X				